Calumet College of St. Joseph is a Catholic institution of higher learning dedicated to the academic, spiritual and ethical development of undergraduate and graduate students. Informed by the values of its founding religious community, the Missionaries of the Precious Blood (C.PP.S.), the College promotes the inherent dignity of all people, social justice, an ethic of service, student empowerment, opportunity, and lifelong learning.

COURSE SYLLABUS, Spring 2018

Course: MATH 097 B Beginning Algebra

Instructor Information:

Instructor Name	Dr. Jim Sullivan
Office Number:	n/a
Phone Number:	219-616-1976
Email:	Jsullivan1@ccsj.edu
Hours Available:	afternoons

Instructor Background: BS Engineering, West Point; MA Business, Webster University; EdD Organizational Leadership, Argosy University Chicago. Licensed Professional Electrical Engineer, Myers-Briggs Practitioner, owner of Sullivan Technology, former paratrooper, Ranger, Army Infantry Captain & Army Helicopter Pilot.

Course Information:

Course Time:	Tuesday & Thursday 12:00 – 1:30 PM
Classroom:	TBD
Prerequisites:	MATH 095 with a grade of 'C' or better, or an equivalent Accuplacer score
Required Books and Materials:	Lial, Hornsby, McGinnis Introductory Algebra, 11th edition, Pearson, 2018 ISBN: 9780134764498

Learning Outcomes/ Competencies:
Through appropriate assessments students will demonstrate that they are able to:

1. **Remember** the necessary steps and procedures for computing operations with real numbers, working with variables, polynomials, factoring, linear equations and inequalities, and graphing.

2. **Understand** what each procedure and computation means on a conceptual level.

3. **Apply** their understanding of real number, variables, polynomials, factoring, linear equations and inequalities, and graphing to solve application problems.

This course meets the following General Education objectives:

Students can represent, apply, analyze, and evaluate relevant qualitative and quantitative mathematical and scientific evidence to support or refute an argument (e.g., using equations, graphs, diagrams, tables, words).

Course Description: This course introduces students to fundamental algebraic concepts in preparation for Intermediate Algebra. Topics include operations with real numbers, variables, polynomials, factoring, linear equations and inequalities, and graphing. **Credit not applicable toward a degree.**

Learning Strategies:
Group discussions, lecture, IXL software, and lots of practice. The objective is to promote your understanding of mathematics concepts and to enable you to apply them in a meaningful way. You are encouraged to rely on logical thinking, rather than on memorization. It is VERY important that you READ the sections of the textbook, STUDY the examples and WORK problems. Active participation in class and utilization of services such as the CCSJ Student Success Center will help ensure your success.

It is also suggested that you utilize Khan Academy for additional help on homework outside of the classroom. http://www.khanacademy.org/math/algebra

Experiential Learning Opportunities:
Applications of the course objectives

Assessments:

Chapter Exams:	Five chapter exams (R-1, 2, 3-4, 5, 6)	50% of grade
Cumulative Final Exam:	Chapter R – Chapter 6	20% of grade
In Class Assignments:	Assigned weekly in class	10% of grade
Textbook Homework:	Assigned weekly per schedule	10% of grade
IXL Homework:	Assigned weekly per schedule	10% of grade

Grading Scale:

100 – 92: A   91 – 90: A-
89 – 88: B+   87 – 82: B   81 – 80: B-
79 – 78: C+   77 – 72: C   71 – 70: C-
69 – 68: D+   67 – 62: D   61 – 60: D-
59 and below   F

Responsibilities

Attending Class	You cannot succeed in this class if you do not attend. We believe that intellectual growth and success in higher education occur through interaction in the classroom and laboratories. However, we do not want to penalize students for participating in college-sponsored events. When you miss class because of a college event, you must give notice of your absence in advance, and you are responsible for all missed work. Being absent doesn't excuse you from doing class work; you have **more** responsibilities to keep up and meet the objectives of this course.
	Eighty percent of success is showing up. -Woody Allen Attendance is important and is expected. You are responsible for all material covered in class, including announcements of assignments and quizzes. If you miss class, you must contact the instructor by email (chutton@ccsj.edu) within 24 hours. The instructor is more than willing to meet you halfway on this, but remember that there are TWO halves. You are allowed to miss 2 classes, without penalty. After that, every class that you are absent from will result in a one (1) percentage point loss from your final grade. You should 'save' your two absences for emergencies. If you are more than 15 minutes late to class, that will count as an absence. BE PRESENT, BE ON TIME.
Turning In Your Work	You cannot succeed in this class if you do not turn in all your work on the day it is due.
	Late homework is not accepted for any reason, under any circumstances. If you are absent on the day that work is due on paper, please scan it and email it to the instructor.
CCSJ Student Honor Code	This course asks students to reaffirm the CCSJ Student Honor Code:
	I, as a student member of the Calumet College academic community, in accordance with the college's mission and in a spirit of mutual respect, pledge to:
	• Continuously embrace **honesty and curiosity** in the pursuit of my educational goals;
	• Avoid all behaviors that could impede or distract from the academic progress of myself or other members of my **community**;
	• Do my own work with **integrity** at all times, in accordance with syllabi, and without giving or receiving inappropriate aid;
	• Do my utmost to act with commitment, inside and outside of class, to the goals and **mission** of Calumet College of St. Joseph.
Using Electronic Devices	Electronic devices are out of place in the classroom. Please keep them silent and put away during class. Additionally, NO ELECTRONIC DEVICES OF ANY KIND ARE TO BE USED ON QUIZZES OR EXAMS.
Participating in Class	**Tests and In Class Assignments:** • Five chapter tests will be given during the term and one comprehensive final exam during exam week. • You will be allowed to use one piece of paper (8 ½ x 11), one side only, of notes on your chapter tests. • You will be allowed to use one piece of paper (8 ½ x 11), both sides, of notes on your final exam. • You will be allowed to use a calculator on all exams. • You will NOT be allowed to use any electronic devices on an exam (i.e. phone,

tablet, etc.).
- Please note that you MUST pass your exams to pass this course.
- Thoughtful completion of your homework should be done to practice and prepare for your exams.
- You are allowed to drop your lowest chapter test score (NOT final exam). **There are absolutely NO makeup exams, for any reason** so if you are absent on the day of an exam, that will be your dropped score. If you know of a planned absence in advance, you can take the exam BEFORE the scheduled exam date.
- In class assignments cannot be made up, but your two lowest scores will be dropped. In class assignments will not be announced ahead of time.

Written homework assignments and IXL homework assignments:
- Homework is critical to your success in this course. The written homework and IXL homework are meant to serve as practice for the exams.
- Your written homework should be neat and organized. Problems should be copied from the book and all necessary work should be shown. Answers without work will not be given credit. All written homework from the textbook will be due when you take your exams.
- IXL homework will be due each week (see calendar for due dates). You MUST do at least 12 problems in each assignment, but can do more (before the due date) to raise your IXL homework score.
- It is expected that you will spend 3 – 5 hours outside of class each week practicing math. You must practice to succeed.
- NO LATE HOMEWORK will be accepted, for any reason, period. You are welcome to turn it in early, but never late.

Doing Your Own Work	If you turn in work that is not your own, you are subject to judicial review, and these procedures can be found in the College Catalog and the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College. Using standard citation guidelines, such as MLA or APA format, to document sources avoids plagiarism. The Library has reference copies of each of these manuals, and there are brief checklists in your Student Handbook and Planner. **PLEASE NOTE:** All papers may be electronically checked for plagiarism.
Tracking Your Progress	Your midterm grade will be available on MyCCSJ between Weeks 6 and 8. Be sure to see how you're doing and follow up with your instructor.
Sharing Your Class Experience	At the end of the term, you will have the opportunity to evaluate your classroom experience. These confidential surveys are *essential* to our ongoing efforts to ensure that you have a great experience that leaves you well prepared for your future. Take the time to complete your course evaluations – we value your feedback!
Withdrawing from Class	After the last day established for class changes has passed (see the College calendar), you may withdraw from a course by following the policy outlined in the CCSJ Course Catalog.

Resources

Student Success Center:	The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219 473-4287 or stop by the Library.
Disability Services:	Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a "reasonable accommodation" because of a disability, contact the Disability Services Coordinator at 219-473-4349.
Student Assistance Program	Through a partnership with Methodist Hospital, Calumet College of St. Joseph provides a free Student Assistance Program (SAP) to current students. The SAP is a confidential counseling service provided to students for personal and school concerns which may be interfering with academic performance and/or quality of life. The SAP counselor is available on campus once a week and off-site at their Employee Assistance Program (EAP) office in Merrillville or Gary. For more information, contact the SAP Counselor, at 219-736-4067.
CCSJ Alerts:	Calumet College of St. Joseph's emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College's website at: http://www.ccsj.edu/alerts/index.html.

Emergency Procedures

MEDICAL EMERGENCY

EMERGENCY ACTION

1. Call 911 and report incident.
2. Do not move the patient unless safety dictates.
3. Have someone direct emergency personnel to patient.
4. If trained: Use pressure to stop bleeding.
5. Provide basic life support as needed.

FIRE

EMERGENCY ACTION

1. Pull alarm (located by EXIT doors).
2. Leave the building.
3. Call 911 from a safe distance, and give the following information:
- Location of the fire within the building.
- A description of the fire and how it started (if known)

BUILDING EVACUATION

1. All building evacuations will occur when an alarm sounds and/or upon notification by security/safety personnel. **DO NOT ACTIVATE ALARM IN THE EVENT OF A BOMB THREAT.**
2. If necessary or if directed to do so by a designated emergency official, activate the building alarm.
3. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
4. Assist the disabled in exiting the building! Remember that the elevators are reserved for persons who are disabled. **DO NOT USE THE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**
5. Once outside, proceed to a clear area that is at least 500 feet away from the building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. The assembly point is the sidewalk in front of the college on New York Avenue.
6. **DO NOT RETURN** to the evacuated building unless told to do so by College official or emergency responders.

IF YOU HAVE A DISABILITY AND ARE UNABLE TO EVACUATE:

Stay calm, and take steps to protect yourself. If there is a working telephone, call 911 and tell the emergency dispatcher where you are **or** where you will be moving. If you must move,

1. Move to an exterior enclosed stairwell.
2. Request persons exiting by way of the stairway to notify the Fire Department of your location.
3. As soon as practical, move onto the stairway and await emergency personnel.
4. Prepare for emergencies by learning the locations of exit corridors and enclosed stairwells. Inform professors, and/or classmates of best methods of assistance during an emergency.

HAZARDOUS MATERIAL SPILL/RELEASE

EMERGENCY ACTION

1. Call 911 and report incident.
2. Secure the area.
3. Assist the injured.
4. Evacuate if necessary.

TORNADO

EMERGENCY ACTION

1. Avoid automobiles and open areas.
2. Move to a basement or corridor.
3. Stay away from windows.
4. Do not call 911 unless you require emergency assistance.

SHELTER IN PLACE

EMERGENCY ACTION

1. Stay inside a building.
2. Seek inside shelter if outside.
3. Seal off openings to your room if possible.
4. Remain in place until you are told that it is safe to leave.

BOMB THREATS

EMERGENCY ACTION

1. Call 911 and report incident.
2. If a suspicious object is observed (e.g. a bag or package left unattended):
- Don't touch it!
- Evacuate the area.

TERRORISM AND ACTIVE SHOOTER SITUATIONS

EMERGENCY ACTION

1. Call 911 and report intruder.

RUN, HIDE OR FIGHT TIPS:

1. **Prepare** – frequent training drills to prepare the most effectively.
2. **Run and take others with you** – learn to stay in groups if possible.
3. **Leave the cellphone.**
4. **Can't run? Hide** – lock the door and lock or block the door to prevent the shooter from coming inside the room.
5. **Silence your cellphone** -- use landline phone line.
6. **Why the landline?** It allows emergency responders to know your physical location.
7. **Fight** – learn to "fight for your life" by utilizing everything you can use as a weapon.
8. **Forget about getting shot – fight**! You want to buy time to distract the shooter to allow time for emergency responders to arrive.
9. **Aim high** – attack the shooter in the upper half of the body: the face, hands, shoulder, neck.
10. **Fight as a group** – the more people come together, the better the chance to take down the shooter.
11. **Whatever you do, do something** – "react immediately" is the better option to reduce traumatic incidents.

I reserve the right to change this schedule at any time to meet the needs of the class.

Date	Topic	Homework Assigned	Homework Due Date/Time
1-16-18	Chapter R: Pre-Algebra Review	Textbook Homework (TB): none IXL Grade 8: **D.1** – Write fractions in lowest terms **D.2** - Least common denominator **D.4** - Convert between decimals and fractions or mixed numbers **D.7** - Compare rational numbers	 1-22-18 by 10 pm
1-18-18	Chapter R: Pre-Algebra Review	TB: none IXL Grade 8: **E.2** - Add and subtract rational numbers **E.5** - Multiply and divide rational numbers **J.1** - Convert between percents, fractions and decimals **J.2** - Compare percents to fractions and decimals	 1-29-18 by 10 pm
1-23-18	Chapter 1: The Real Number System	TB: p. 115 #1 – 30 all IXL Algebra I: **B.2** – Evaluate numerical expressions involving integers **B.3** – Evaluate Variable expressions involving integers	2-6-18 at the beginning of class (Exam I) 1-29-18 by 10 pm
1-25-18	Chapter 1: The Real Number System	TB: none IXL Algebra I: **I.1** – Write variable expressions **I.5** - Does x satisfy the equation? **A.8** – Classify numbers	 2-5-18 by 10 pm
1-30-18	Chapter 1: The Real Number System	TB: none IXL Algebra I: **H.1** - Properties of	 2-5-18 by 10 pm

		addition and multiplication **H.2** – Distributive property **H.3** – Simplify variable expressions using properties	
2-1-18	**Exam I (Chapter R – Chapter 1)**	None	All Textbook homework is due TODAY, at the BEGINNING of class. NO LATE HOMEWORK will be accepted.
2-6-18	Chapter 2: Equations, Inequalities, and Applications	TB: p. 209 #1 – 28 all IXL Algebra I: **J.11** – Solve equations: mixed review **J.10** – Solve linear equations: word problems	2-19-18 at the beginning of class (Exam II) 2-12-18 by 10 pm
2-8-18	Chapter 2: Equations, Inequalities, and Applications	TB: none IXL Algebra I: **C.2** – Write an equivalent ratio **C.4** – Unit prices **C.5** – Solve proportions **D.2** – Solve percent equations	2-19-18 by 10 pm
2-13-18	Chapter 2: Equations, Inequalities, and Applications	TB: none IXL Algebra I: **K.8** – Solve two-step linear inequalities **K.11** – Graph solutions to advanced linear inequalities	2-19-18 by 10 pm
2-15-18	**Exam II (Chapter 2)**	None	All Textbook homework is due TODAY, at the BEGINNING of class. NO LATE HOMEWORK will be accepted.
2-20-18	Chapter 3: Graphs of Linear Equations and Inequalities in Two Variables	TB: p. 291 # 1 – 28 IXL Algebra I:	3-22-18 at the beginning of class (Exam III)

		S.2 – Find the slope of a graph **S.3** – Find the slope from two points **S.11** – Linear equations: solve for y	2-26-18 by 10 pm
2-22-18	Chapter 3: Graphs of Linear Equations and Inequalities in Two Variables	TB: none IXL Algebra I: **S.5** – Slope-intercept form: find slope and y-intercept **S.6** – Slope-intercept form: graph and equation **S.7** – Slope-intercept form: write an equation from a graph	 3-5-18 by 10 pm
2-27-16	Chapter 3: Graphs of Linear Equations and Inequalities in Two Variables	TB: none IXL Algebra I: **S.18** – Equations of horizontal and vertical lines **S.21** – Point-slope form: write an equation	 3-5-18 by 10 pm
3-1-18	Chapter 3: Graphs of Linear Equations and Inequalities in Two Variables	TB: none IXL Algebra I: **S.24** – Write equations for parallel and perpendicular lines **T.3** – Graph a two-variable linear inequality **T.5** – Is (x,y) a solution to the system of inequalities?	 3-19-18 by 10 pm
3-13-18	Chapter 4: Systems of Linear Equations and Inequalities	TB: p. 347 #1 – 20 all IXL Algebra I: **U.2** – Solve a system of equations by graphing	3-20-18 at the beginning of class (Exam III) 3-19-18 by 10 pm

		U.14 – Solve a system of equations using any method **U.15** – Solve a system of equations using any method: word problems	
3-15-18	Chapter 4: Systems of Linear Equations and Inequalities	TB: none IXL Algebra I: **T.6** – Solve systems of linear inequalities by graphing	3-26-18 by 10 pm
3-20-18	**Exam III (Chapter 3 – Chapter 4)**	None	All Textbook homework is due TODAY, at the BEGINNING of class. NO LATE HOMEWORK will be accepted.
3-22-18	Chapter 5: Exponents and Polynomials	TB: p. 421 #1 – 30 all IXL Algebra I: **V.4** – Multiplication with exponents **V.7** – Power rule **V.3** – Negative exponents **V.5** – Division with exponents **W.1** – Convert between standard and scientific notation	4-3-18 at the beginning of class (Exam IV) 4-2-18 by 10 pm
3-27-18	Chapter 5: Exponents and Polynomials	TB: none IXL Algebra I: **Z.4** – Add and subtract polynomials **V.8** – Evaluate expressions using properties of exponents	4-2-18 by 10 pm
3-29-18	Chapter 5: Exponents and Polynomials	TB: none IXL Algebra I: **Z.8** – Multiply two binomials **Z.9** – Multiply two binomials: special cases **Z.10** – Multiply polynomials	4-9-18 by 10 pm
4-3-18	**Exam IV (Chapter 5)**	None	All Textbook homework is due TODAY, at the BEGINNING of class. NO LATE HOMEWORK

Date	Topic	Homework	Due Date
			will be accepted.
4-8-18	Chapter 6: Factoring and Applications	TB: p. 493 #1 – 30 all	4-22-18 at the beginning of class (Exam V)
		IXL Algebra I: **AA.1** – GCF of a monomial **AA.2** – Factor out a monomial	4-16-18 by 10 pm
4-10-18	Chapter 6: Factoring and Applications	TB: none	
		IXL Algebra I: **AA.7** – Factor by grouping	4-16-18 by 10 pm
4-15-18	Chapter 6: Factoring and Applications	TB: none	
		IXL Algebra I: **AA.4** – Factor quadratics with leading coefficient 1 **AA.5** – Factor quadratics with other leading coefficients	4-23-18 by 10 pm
4-17-18	Chapter 6: Factoring and Applications	TB: none	
		IXL Algebra I: **AA.6** – Factor quadratics: special cases **AA.8** – Factor polynomials	4-23-18 by 10 pm
4-22-18	**Exam V (Chapter 6)**	None	All Textbook homework is due TODAY, at the BEGINNING of class. NO LATE HOMEWORK will be accepted.
4-24-18	Final Exam Review	TB: p. 495 # 1 – 31 all	Week of 4-29-18 (Final Exam)
Week of 4-29-18	**Final Exam (We will follow the CCSJ final exam schedule, to be released at a later date)**		All Textbook homework is due TODAY, at the BEGINNING of class. NO LATE HOMEWORK will be accepted. Congrats! You have finished the semester!